WHAT?

UDOT has made significant updates to our Consultant Management System (CMS). These updates are specifically to update our consultant invoicing process to be processed electronically.

WHEN?

These changes will go live on:

Monday, September 24th, 2018

All invoices created on or after this date must be submitted and processed though CMS.

WHY?

Electronic Invoicing has been a request for many years, both internally and externally. This update will help the department efficiently review and process more than 7,500 invoices per year. This process will also allow consultants transparency to see where an invoice is at in the review and payment process.

I have included a short list of additional benefits that this process improvement will provide:

1. **Improves overall payment time.**
2. **Creates a consistent look and process across all of UDOT invoices.**
3. **Eliminates the need for multiple signatures, on multiple forms.**
4. **Provides a direct integration between contract items and invoice eligible items.**
5. **Contract number will auto populate contract terms (Rates, Hours, Staff, Subs)**
6. **Allow project managers to review current and past invoices more efficiently.**
7. **Built in metrics allow for accurate performance management.**
8. **Creates a paperless process.**

NEW SYSTEM TRAINING VIDEO RESOURCES!

CMS Cost Plus Fixed Fee Invoice (runtime 8:22)
This video provides a high-level overview of creating a Cost Plus Fixed Fee invoice in CMS.

CMS Unit Price Invoice (runtime 6:06)
This video provides a high-level overview of creating a Unit Price invoice in CMS.

CMS Lump Sum Invoice (runtime 4:54)
This video provides a high-level overview of creating a Lump Sum invoice in CMS.

ADDITIONAL HELP:

These videos will be added to the Consultant Services Training page along with other system tutorials. If you have questions please contact your contract administrator or the ePM support team at epmsupport@utah.gov

Electronic Program Management (ePM)